



## CONTINUING EDUCATION COURSE APPLICATION

State of Utah  
Department of Commerce  
Division of Real Estate

Please complete (type or neatly print) and submit this **form**, the **items listed below**, and **non-refundable fee** (\$70 for Mortgage, \$70 for Real Estate, no cost for Appraisal) to the Utah Division of Real Estate by fax, mail, or in person at the address below.

**\*\*APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE DATE OF THE FIRST CLASS\*\***

OFFICE USE ONLY	
Date Reviewed _____	By _____
( ) Denied ( ) Approved	
Certification _____	Exp. _____

( ) Check ( ) Visa ( ) MasterCard ( ) American Express	
Make checks payable to: Utah Division of Real Estate	
Card # _____	Expires _____
Signature _____	

Industry: ( ) Appraisal – No Charge ( ) Mortgage - \$70 ( ) Real Estate - \$70 Credit Hours Requested: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Description: ( ) Seminar ( ) Conference ( ) Distance Education ( ) Other \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Course Location: \_\_\_\_\_

Owner/Director: \_\_\_\_\_ Ph: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

- ( ) CE Instructor Application or copy of the Instructor Certification for each proposed course instructor.
- ( ) Copies of ALL course materials.
- ( ) A copy of the written policy and procedure for ensuring student attendance during class time.
- ( ) For Distance Education approval, the delivery method and the procedure for verifying student completion.
- ( ) A Course Outline that provides a subject matter description for each 15 minute interval, using the following format:

Length of Time	Subject Matter Segment and Description
----------------	--

Provide learning objectives that indicate how the course will improve the licensee's ability to protect and serve the public:

Licensee will be able to: \_\_\_\_\_

Licensee will be able to: \_\_\_\_\_

Licensee will be able to: \_\_\_\_\_

Licensee will be able to: \_\_\_\_\_

I hereby agree to allow the course to be randomly audited on an unannounced basis by the Division or its representatives. I also agree to not market for a specific company, professional service, or personal sales products.

Signature \_\_\_\_\_

Date \_\_\_\_\_